



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-57

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: OGB eEnrollment - ISIS HR Changes

Office of Group Benefits (OGB) will be implementing the eEnrollment system for all ISIS HR paid agencies effective for the 2003-2004 plan year. The Office of State Uniform Payroll (OSUP), the Office of Information Services (OIS), and OGB have been working together over the past several months on this new method for exchanging data. The most significant effect of this change for agencies is how and where entry will be made by agencies:

- Agencies will no longer set up or make changes to all OGB benefit plans (health, life and flexible spending accounts) and miscellaneous insurances in ISIS HR.
- Agencies will set up and/or change all OGB benefit plans (health, life and flexible spending accounts) and miscellaneous insurance in OGB's eEnrollment system for the 2003-2004 plan year.

Deductions that will remain within the Benefits module and maintained via OGB interface:

- Health (IT0167), Life (IT0168) and Flexible Spending Account plans (IT0170). All plans will be assigned new wage types. There will be only two health plans assigned: \*Flex OGB Health and OGB Health, thus specific health providers (e.g., Ochsner, United Health, Vantage, MCO-Fara, OGB) will no longer be identifiable within ISIS HR.

Recurring deductions (IT0014) to be maintained via OGB interface:

- Group Dependent Life, Optional Life, Optional Dependent Life, Personal Accident Insurance, the new OGB sponsored disability products and all Miscellaneous Insurances. New wage types will be assigned to all.

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**Initial exchange of data:**

- By Friday, May 16, 2003 agencies will send OGB & Flexible Benefits Plan (FBP) enrollment documents for plan year 2003-2004 to OGB. The OGB enrollment documents will be set up by OGB in eEnrollment. Any current plan members who did not complete an enrollment document will be defaulted to OGB PPO plan.
- By Wednesday May 21, 2003 agencies will enter/correct all FBP elections in ISIS HR. OGB will use this to determine an employee's pre/post-tax deduction status. It is imperative that this indicator be correct in ISIS HR for employees' insurance coverage to be deducted correctly as pre-tax or post-tax. See OSUP Memo #03-58 for more details.
- On Friday, May 23, 2003 OIS will send to OGB an initial file to establish the annual salaries, addresses, tax levy indicators, and ISIS HR Flexible Benefits Plan indicator (infotype 377) for all ISIS HR employees.  
**NOTE:** The employee's address in ISIS HR will now be the official address of record for OGB. Employees' mailing addresses, if they have one, or permanent addresses, if they do not, will be included on the initial file sent to OGB.  
**Agencies must make sure employees are aware that their premium rates will be determined by the zip code included in the address sent to OGB.**
- On Monday, June 2, 2003 OGB will send to OIS an initial file to establish all OGB health and life plans for plan year 2003-2004 in ISIS HR (June deductions). This information will be available for agencies to view in ISIS HR on Wednesday, June 4, 2003.
- On Friday, June 20, 2003, OIS will send to OGB an initial file to establish miscellaneous insurance deductions in OGB. No later than Wednesday, May 21, 2003, agencies must make sure all miscellaneous deductions for 7/1/03 have been set up for employees that had a split premium deduction for last plan year, as EA security access to these wage types for future plan years will be terminated after this date. If not, these miscellaneous deductions will not be included on the initial file sent to OGB. Any other 2003-2004 maintenance to miscellaneous insurances should **NOT** be done in ISIS HR.
- As early as Monday, June 23, 2003, OGB will send to OIS an initial file to correct pre/post tax deduction status for miscellaneous insurances for 2003-2004 plan year.
- Between Tuesday, June 24, 2003 and Monday, July 7, 2003, agencies will set up or make any necessary changes received during Annual Enrollment for miscellaneous insurances and dependent & health care spending accounts for plan year 2003-2004 in eEnrollment. These changes must be made in eEnrollment.

**Ongoing exchange of data:**

- Daily, **agencies** will enter new enrollment for and changes to all OGB benefit plans, miscellaneous insurance and the Flexible Benefits Plan in eEnrollment. This includes the entry of the Flexible Spending Accounts for the 2003-2004 plan year which are conducted on a plan year basis. Employees must complete new enrollment forms for these plans yearly during annual enrollment.
- **OIS** will send a daily interface from ISIS HR to OGB containing information such as personnel area, name, action, mailing/permanent address, birthday, gender, annual salary, tax levy indicators for new ISIS HR paid employees and changes of the same information on current employees. This will begin on Saturday, May 24, 2003.
- **OGB** will send a daily interface file of any changes in coverage (on new and current employees) based on entries made by the agency in eEnrollment. This will begin on Monday, June 2, 2003 for changes to OGB benefit plans. This file will include any changes in coverage made after the documents are sent to OGB (May 16) and entered in eEnrollment system by OGB until eEnrollment becomes available for agency entry on Tuesday, June 24, 2003.
- Beginning with plan year 2003-2004, any necessary split premiums will be established by **OGB** through the interface with ISIS HR, and **OGB** will automatically end the split at the end of the year and send the change to OIS.
- **ISIS HR** will continue to determine any one-times and refunds for health and life insurance plans required based on retroactive changes in coverage begin/end dates sent on the OGB daily interface file, with one exception. ISIS HR is unable to automatically withhold one-time amounts for employees transferring in from non-paid agencies since, most often, the employee was not active during one or more pay periods for which the deduction must be withheld (due to prepay requirement). In the event this type of one-time is required, ISIS HR Help Desk, once authorized will create necessary employee health one-time amounts and agencies can continue to create employee and employer one-time amounts for life products and employer amounts for health.
- Additionally, when separating employees in ISIS HR or transferring to a non-paid agency, the ISIS HR system, rather than agency users, will delimit with an appropriate end date any deduction now maintained via eEnrollment and generate necessary refunds for OGB pre-pay products. Refer to updated ISIS HR help scripts when performing this type of action.
- **Agencies** will continue to set up any necessary payment plans in ISIS HR using the Arrears Offset and Arrears Deduction wage types. Refer to the Arrears Recovery for Benefits Deduction online help.

**NOTE:** Currently ISIS HR adds together the semimonthly and any one-time deductions and attempts to deduct this from net pay. If there is not enough, the system does not take any deduction. Effective period 12/2003, the system will take as much of an OGB benefit plan deduction as possible. This should reduce

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amounts remaining in arrears. However, it will increase the number of zero net earnings statements.

- Agencies will continue to process the necessary adjustments in ISIS HR due to transfers, FMLA and 9/10 month employees.

OGB will be contacting agencies to arrange for training on eEnrollment. Please refer to future OGB literature for information on eEnrollment. For questions on this memo, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

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